

Administrative/Program Assistant. Two part time positions available.

The Arts Council of Greater Kalamazoo (ACGK) is a nonprofit organization that seeks to improve the cultural life in greater Kalamazoo. Founded in 1966, the ACGK's mission is to support, promote and fund the arts in Kalamazoo County. Our members include arts organizations, individual artists and arts lovers. We accomplish our mission through free programming, arts management services, grant programs, education, advocacy, and event promotion.

Administrative duties include general administrative, organizational, and clerical. Must have exceptional customer service skills, strong competency in social media, data processing and PC-based Microsoft Office. Ability to operate general office equipment and have mobility throughout office, event spaces and community is required.

Program duties include event implementation, distribution of program materials, oversee set-up and tear-down of events; and serve as an ambassador between the client and organization. Desired qualities: Mature, positive, self-sufficient, adaptable to change, team oriented. This position will be scheduled for flexible work shifts during standard business hours: Monday – Friday 9:00am – 5:00pm. However, both the nature of the position and business activities may necessitate work assignments outside of these hours. Send resume, writing samples and salary requirements to Beth McCann, Deputy Director at bmccann@Kalamazooarts.org. Open until filled.